

ROADMAP FOR USE OF CONTRACT NO. 9006-0/13: CHEMICAL TEST SUPPLIES FOR TOXICOLOGY LAB (PRE-QUALIFICATION)

The purpose of this contract is to pre-qualify bidders for future pricing competition. All bidders which meet or exceed the minimum criteria established shall be placed on a Pre-Qualification List that may be accessed by several County departments in order to obtain price quotations for the provision of chemicals, reagents, instrument parts, consumables, and other general toxicology laboratory supplies.

Procedures for User Departments**Quote Procedure:**

Bidder(s) meeting minimum criteria shall be deemed pre-qualified to participate in periodic spot market purchases for toxicology laboratory supplies that are identified by the County on an as needed basis. When such spot market purchases are initiated, the pre-qualified bidders shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period for toxicology laboratory supplies. Quotes shall include the specific items to be purchased, deadline for price submittal, location for delivery, delivery dates and any other special instructions. Facsimiles are acceptable and must be faxed back to the contact person listed in the quote within the time frame specified in the quote form.

Award will be made to the lowest responsive responsible bidder for each spot market quote. The County reserves the right to award the project to the lowest bidder based on the written price or to reject all prices and obtain the required services from another source.

All bidders shall quote prices based on F.O.B. Destination (freight included) and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at Miami-Dade County. **For Special Delivery Requirements the user department shall specify the shipping terms whenever spot market purchases are initiated.**

The award of a specific purchase to one bidder does not preclude the ability of the remaining pre-qualified bidder(s) from submitting offers for other spot market purchases.

Warranties shall be specified when quotes are submitted.

Spot market pricing procedures may be initiated by either the using County department or by DPM.

Order Processing:

Individual orders will be processed using pricing information obtained from participating bidders. Orders will be awarded to the bidder offering the lowest pricing per item(s) in that order.

Where it is determined that there is a tie between two or more bidders for the award of an order, a determination of low bidder will be made in accordance with Miami-Dade County ordinances and policies.

For purpose of this contract, an order involves one or more items, which are part of a solicitation, and is accompanied by quotes from participating bidders contacted for that solicitation. The lowest bidder within the contacted group will be awarded the order. If one or more items on an order are determined to be unavailable from a bidder who has offered the best and lowest pricing for that order, the entire order may then be placed with the bidder with the best pricing who is able to completely fill that order. An item will be determined to be unavailable if a bidder is unable to deliver that item within the period specified in the department's Request for Quote Form.

At the time a quote is requested user departments should include the following language (UAP & SBE) on their Request for Quotes:

A) User Access Program (UAP):

County User Access Program (UAP) - User Access Fee

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this quote and any resulting order is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement department. Vendor participation in the UAP is mandatory.

B) Small Business Enterprise (SBE) Bid Preference:

In Accordance with the Bid's Section 2, Paragraph 2.2 an SBE preference of 10% is applied (for the purpose of evaluation only). If the SBE is the responsible, responsive low bidder following the evaluation process, the price that the County will pay the awarded firm is the original price offered (excluding the 10% evaluation factor).

The SBE must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

Local Preference:

If a local bidder is within 10% of the price of the apparent low non-local bidder, a Best and Final Offer (BAFO) process is to be conducted. The participants in the process are the low non-local bidder and all local bidders whose pricing falls within 10% of the local non-local bidder's price.

In order to benefit from local preference, the vendor must have a valid Miami-Dade County issued occupational license and must have affirmatively communicated their eligibility in writing in their offer.

User Department Responsibility:

It is the responsibility of the user department to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Department of Procurement Management, Audit and Management, and the Office of the Inspector General.